Commissioner's Weekly Field Memo Friday, September 7, 2012

Notes from Acting Commissioner Abbott

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Other:

- 16. Coalition of education organizations launches "I Pledge" campaign
- 17. NBC News invites educators to join the Education Nation Teacher Town Hall

Attachments to this field memo:

Invitation to Post Secondary Summit for Youth in Foster Care

Action Item Calendar

Monday (September 10): IMS Roles Form due
Monday (September 10): RITEAF forms due
September 17: Program coordinators for USSYP due
September 21: LEA testing schedules due (see below)
November 1: Presidential Scholar nominations due

Notes from Acting Commissioner Abbott:

1. 51st Annual United States Senate Youth Program – Action item

I am pleased to announce an exciting scholarship opportunity for your students. High school juniors and seniors are eligible to participate in the 51st Annual United States Senate Youth Program (USSYP). All 50 states offer this program, and Rhode Island has participated for many years. Each state selects two students to represent their state for a week of special activities in Washington, D.C., where the students interact with elected officials and people in top government positions. Each student selected will also be awarded a \$5,000 scholarship. The students we have selected to represent Rhode Island have always reported that they enjoyed a unique and valuable educational experience.

RIDE will use a three-phase screening process, including a test, an essay, and an interview, to select the two student representatives and two alternates. Each school that wishes to participate must name a program coordinator who will be

responsible for administering the test and essay portion of this process at their high school.

Please forward to RIDE no later than **September 17, 2012** the name of the coordinator for each high school. **An e-mail address for the program coordinator is required.** Please send the program coordinator information to Dana.Wilson@ride.ri.gov.

If you have any questions about this program, please contact Dana Wilson at the above email address or at 222-4690. More information and program forms may be found at http://www.ride.ri.gov/commissioner and http://hearstfdn.org/ussyp.

From RIDE:

2. Reminder: NECAP test-coordinator training workshops scheduled

Please see the following message from our Office of Instruction, Assessment, and Curriculum:

There are still seats available at the upcoming face-to-face workshops for district- and school-level NECAP test coordinators. The workshops will provide the important details associated with the coordination and administration of the October 2012 NECAP tests for grades 3 through 8 and 11. These workshops will also provide attendees with updates on test-security policies and procedures as well as with opportunities to ask questions. Dates, times, locations, and registration instructions for the test-administration workshops are included below. Please sign up for only one workshop:

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September 17 @ 1-3 p.m., Providence Marriott Downtown, 1 Orms St. September 18 @ 9-11 a.m., Radisson Airport Hotel, 2081 Post Rd., Warwick September 18 @ 1-3 p.m., Radisson Airport Hotel, Warwick
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To register for a workshop, go to:

http://iregister.measuredprogress.org/SessionList.aspx

You may also register in person on the day of each workshop 30 minutes before the scheduled start time.

For those unable to attend one of the face-to-face workshops, we will schedule an interactive WebEx online workshop at a later date, and we will also post the WebEx on the RIDE website for later viewing. An announcement will be made in the Field Memo once details are finalized.

If you have any questions, please contact Dr. Kevon Tucker-Seeley (kevon.tucker-seeley@ride.ri.gov or 222-8494).

3. May 2012 NECAP Science results release schedule announced

Please see the following message from our Office of Instruction, Assessment, and Curriculum:

The results of the May 2012 administration of the New England Common Assessment Program (NECAP) Science tests for grades 4, 8, and 11 will soon be available to schools and districts. The planned release schedule is as follows:

September 17 (9 a.m.): Schools and districts will be able to access a password-protected site to download all spring 2012 NECAP Science results reports, including School and District Results Reports, School and District Summary Reports, Item Analysis Reports, Released Items and Support Materials documents, and the Guide to Using the 2012 NECAP Science Reports. Letters with user-name and password information along with instructions for accessing the password-protected NECAP results online will be mailed soon.

Schools and districts will also have access to confidential student-level data files that contain demographics, scores, questionnaire results, and student performance on the released items.

Note: All summative results are embargoed until **September 20**, at 9 a.m., and cannot be shared with the public until this date and time.

September 20 (9 a.m.): Non-confidential results will be made available to the public (non-confidential results are those that do not contain any student-level information). Additionally, schools and districts will no longer be required to provide a password to access the non-confidential results. May 2012 NECAP Science results information (including RIDE's annual NECAP Science results report) will be posted on the RIDE website at:

http://www.ride.ri.gov/Assessment/results.aspx

If you have any questions, please contact Dr. Kevon Tucker-Seeley (kevon.tucker-seeley@ride.ri.gov, or 222-8494).

4. May 2012 NECAP Science results reporting workshops scheduled

Please see the following message from our Office of Instruction, Assessment, and Curriculum:

RIDE has scheduled two face-to-face workshops for principals, superintendents, and any staff members directly involved with student data and analysis of NECAP Science results. The workshops will provide an overview of the NECAP Analysis and Reporting System. Additionally, in a continuing effort to support schools in the utilization of NECAP science data, RIDE personnel will demonstrate tools for schools to use to analyze and discuss data. Dates, times, locations, and registration instructions are below. Please sign up for only one workshop:

September 25 @ 1-3 p.m., Providence Marriott Downtown, 1 Orms St. September 26 @ 9-11 a.m., Radisson Airport Hotel, 2081 Post Rd., Warwick

To register for a workshop, go to:

http://iregister.measuredprogress.org/SessionList.aspx

You may also register in person on the day of each workshop 30 minutes before the scheduled start time.

If you have any questions, please contact Peter McLaren (Peter.McLaren@ride.ri.gov or 222-8454).

5. RIDE clarifies expectations for the required online classroom-observation training and proficiency test

Please see this notice from our Office of Educator Quality and Certification:

We'd like to thank the Rhode Island Association of School Principals (RIASP) for meeting with us to clarify the purpose of the Framework for Teaching Proficiency System (FFTPS) — the online classroom-observation training and proficiency test for the Rhode Island Model Teacher Evaluation and Support System. The intent of this document is to share our discussion with the RIASP leaders. This year's Summer Academies were designed in response to feedback received from teachers, principals, and superintendents who expressed concerns that they were not trained deeply enough to accurately evaluate teacher performance in a consistent manner statewide with the new model.

The training for evaluators implementing the Rhode Island Model began with the Summer Academies and will continue through the current school year. Following the Summer Academies, evaluators will be provided with two additional in-person training modules (one half-day in the winter and one in the spring) to continue to build their capacity to effectively implement other aspects of the Rhode Island Model, including conferencing and Student Learning Objectives. Evaluators will also have access to ongoing support with the Educator Performance and Support System, including on-line video tutorials and webinars.

The original date for completing the training was October 15, and the date for completing the certification assessment was November 15. These dates were selected for the following reasons:

- to coincide with when most classroom observation might begin;
 and
- to conclude early enough in the school year so that we could analyze the data in order to design training based on statewide needs.

In response to the concerns raised by RIASP leaders, we have consolidated these dates so that completion of both the training and the proficiency test are due on **November 15**.

The FFTPS is an essential feature that further supports the development of accurate raters of teacher practice. The classroom-observation training will help improve evaluators' ability to collect appropriate evidence during a classroom observation, sort evidence to rubric components, and provide accurate ratings. The proficiency test is being required to help us understand how effective the training modules have been. We understand that there is some confusion about the proficiency test and its use. As way of clarification:

- the results of the proficiency test will not be used for any individual certification decisions;
- RIDE will analyze the statewide data to better plan future training and support evaluators;
- individual superintendents will have access to the proficiency-test results and can make district specific decisions about its use; and
- there is an opportunity to retake both stages of the proficiency test up to two times.

It is also important to note that the online videos of classroom practice are also available to teachers beginning in November through the *Framework for Teaching Effectiveness Series* – a set of self-paced online video modules designed to deepen teachers' understanding of the new Teacher Professional Practice rubric. These videos are optional and intended to help teachers more deeply understand the level of expectation associated with the observation rubric. Together, we believe that we will be well positioned to fully implement the Rhode Island Model this school year.

We are committed to working with RIASP and its leaders to ensure that we have seamless communication and a strong partnership. We will meet throughout the year to establish a strong collaboration on educator evaluation and other topics. We look forward to hearing from you. In the meantime, thank you for your ongoing support and dedication to this work!

6. Superintendents invited to Celebration of Educator Excellence

Please see this notice from our Office of Educator Quality and Certification:

On Wednesday, September 19, RIDE will recognize Rhode Island educators for their outstanding service and dedication to the education profession and to Rhode Island students. We invite all superintendents to join us at this event.

Please join us as we recognize the following educators:

- 2012 Rhode Island Teacher of the Year
- 2011-2012 District Teachers of the Year
- 2012 Rhode Island Teacher of the Year
- National Board for Professional Teaching Standards Certified Educators
- 2011-2012 Rhode Island National Milken Foundation Educator
- Presidential Award Winners for Mathematics and Science Teaching
- Amgen Winner in Science and Technology
- Rhode Island Superintendent of the Year
- Rhode Island Principals of the Year
- Rhode Island Support Professionals of the Year

At this event, we will also announce the 2012-2013 District Teachers of the Year and the 2013 State Teacher of the Year

The celebration will take place at Orchard Farms Elementary School, 1555 Scituate Ave., Cranston, from 4 - 6.30pm.

If you have any questions, contact Mary Keenan at Mary.Keenan@ride.ri.gov or 222-8497

7. RIDE to host in-person SLO Peer Review and Support Sessions

Please see this notice from our Office of Educator Quality and Certification:

Two Student Learning Objective (SLO) Peer Review and Support Sessions have been scheduled for 4:00-6:00 p.m. on September 25th at Cranston High School East and for 4:00-6:00 p.m. on October 2nd at the Middletown Administrative Building. The sessions will focus on how to support

teachers in writing high-quality SLOs. Participants will have the opportunity to collaborate with educators from other districts to build their capacity for assisting teachers through the SLO writing and revision process. Principals are encouraged to attend with leaders or teacher leaders.

Evaluators can register by going to the Workshop Calendar in eRIDE at:

http://www.ride.ri.gov/applications/ridecalendar.aspx

8. RIDE provides new resources to support EPSS users

Please see this notice from our Office of Educator Quality and Certification:

Starting Wednesday, September 12th, Rhode Island educators will have access to the Educator Performance and Support System (EPSS) through the RIDEmap portal. RIDE has prepared "Getting Started" webinars, video tutorials, and guides to support EPSS users as they log in and begin to navigate the system during the initial launch period, including:

 A live webinar and Q&A session for EPSS District Configuration Administrators is scheduled for Monday, September 10th (for participants who could not attend in-person sessions August 15th or 21st). District Configuration Administrators can register for the webinar at:

https://www3.gotomeeting.com/register/820280222

 A live webinar and Q&A session for teachers is scheduled for Tuesday, September 11th. Teachers can register for the webinar at:

https://www3.gotomeeting.com/register/304034302

 A live webinar and Q&A session for evaluators is scheduled for Tuesday, September 18th. Evaluators can register for the webinar at:

https://www3.gotomeeting.com/register/884867414

 "Getting Started" PDF Guides for Teachers, Evaluators, and District Configuration Administrators are available on the RIDE website at:

http://www.ride.ri.gov/educatorquality/educatorevaluation/EPSS.a spx

 "Getting Started" Video Tutorials will be available by Friday, September 14th on the RIDE website at:

http://www.ride.ri.gov/educatorquality/educatorevaluation/EPSS.a spx

 Process Overview Guides, comprehensive set of step-by-step PDF guides describing how to complete all key system functions, are available on the RIDE website at:

http://www.ride.ri.gov/educatorquality/educatorevaluation/EPSS.aspx

 Additionally, the RIDEMap Support (helpdesk), which is available to address all EPSS user support questions throughout the year, will be a key resource in the initial launch period to help users access their EPSS accounts via the RIDEMap portal and to help evaluators access accurate evaluation caseloads within the EPSS. Educators can access the RIDEMap Support via the main RIDEMap portal page or directly at:

https://support.ride.ri.gov/

9. RIDE posts residency decision

Our Legal Office has posted the following decision on a residency matter:

http://www.ride.ri.gov/applications/RideDirectory/DOCS/2012/015-12 Residency of Student W. Doe 090412.pdf

10. LEA testing schedules due September 21 - Action item

Please see the following message from our Office of Instruction, Assessment, and Curriculum:

During the fall NECAP testing window (October 1 - 23), RIDE staff members will once again be visiting a random selection of schools across the state to observe the administration of the NECAP tests. These visits are necessary so that we can continue to improve the NECAP testing program for test coordinators, test administrators, and students and also so that we can monitor whether proper testing procedures and guidelines are being followed in school classrooms.

We ask that all LEA testing schedules be submitted no later than Friday, **September 21,** so that RIDE staff members will be able to begin planning school visits during the scheduled times of testing. Each LEA is responsible for creating the testing schedule for all its schools so that each of the tested grades (3-8, 11) has the same testing schedule (e.g., all 3rd graders in the LEA are taking the mathematics test on the same day at the roughly the same time).

LEAs should take into consideration religious holidays and local events that may impact students' ability to participate. While LEAs may opt to schedule around these dates, it is important that ample time is incorporated into scheduling to allow time for make-up test sessions for those students who are absent for any reason (including absences for religious holidays) during regularly scheduled testing dates. Make-up testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a make-up session prior to the scheduled administration of that test session.

Using the new eRIDE NECAP Schedule Tool, please submit your testing schedules online via the new *Assessment Schedule* page at:

http://www.ride.ri.gov/assessment/Schedule.aspx

A short guidance document for using this tool has been posted to the Assessment Schedule page as well. Finally, as in previous years, the "NECAP Monitoring Visits Interview Questions" are available online. We strongly encourage all districts and schools to download and widely distribute these interview protocols so that everyone is aware of the types of questions that will be asked during visits. All three documents are available on the RIDE website.

Test Administrators/Teachers:

http://www.ride.ri.gov/assessment/DOCS/NECAP/SchoolVisits/NECAP

Monitoring Visit Interview Qs-School Test AdministratorsTeachers.pdf

School Test Coordinators/Principals:

http://www.ride.ri.gov/assessment/DOCS/NECAP/SchoolVisits/NECAP

Monitoring Visit Interview Qs-School Test Coordinators
Principals.pdf

District Test Coordinators:

http://www.ride.ri.gov/assessment/DOCS/NECAP/SchoolVisits/NECAP
Monitoring Visit Interview Qs-District Test Coordinators.pdf

If you have any questions, please contact Dr. Kevon Tucker-Seeley, at RIDE (222-8494 or Kevon.Tucker-Seeley@ride.ri.gov). Thank you.

11. RIDE announces changes to collection of Personal Literacy Plan data

Please see this message from our Office of Instruction, Assessment, and Curriculum:

Personal Literacy Plan (PLP) data will no longer be collected annually by RIDE. This results from our continued efforts to streamline data collection and coincides with the launch of the Instructional Management System (IMS). The IMS includes an RTI program (EXCEED) which contains all required information for PLP development, implementation, and record keeping. Additionally, the IMS will maintain student information for every LEA should there ever be a need in the future to report LEA PLP information to RIDE.

RI General Law 16-7.1-2 (c) and the Board of Regents regulation *K-12 Literacy, Restructuring of the Learning environment at the middle and high school levels, and proficiency based graduation requirements (PBGR) at High Schools require LEAs to continue developing and implementing PLPs for all students reading below grade level. With RIDE's strong focus on closing achievement gaps, LEAs must continue their intense commitment to providing supports to students in literacy and all academic areas.*

If you have any questions regarding PLPs, please contact Diane Girard at diane.girard@ride.ri.gov.

12. RIDE provides update information for RIDEmap and RTT Systems

Please see the following notices from our Office of Data, Analysis and Research:

RIDEmap Update

Educators are in the process of receiving their temporary passwords to log onto their RIDEmap accounts. Please remind all educators to verify their accounts by logging onto RIDEmap and changing their temporary passwords to their own personal passwords. Over the next few weeks, educators will begin to see their personal access granted to the Instructional Management System (IMS) and the Educator Performance Support System (EPSS). RIDE will provide regular updates as implementation progresses. RIDEmap questions can be directed to support.ride.ri.gov

RIDEmap Support Update

RIDEmap support is up and running. Users have the opportunity to take a look at common RIDEmap system issues, which will be updated as needed, before creating a ticket to submit to the Helpdesk. We will be updating the system on a regular basis as we roll out new features to enhance the user's experience. You can visit the support page at support.ride.ri.gov.

Instructional Management System (IMS) Update

There is a minor delay in the launch of the RTI Module in the IMS.
 Updated information about the launch date will be in next week's field memo.

- Short IMS training/refresher tutorial videos have been posted to the RIDE IMS webpage at http://www.ride.ri.gov/Division-EEIE/IMS.aspx under the "TRAINING INFORMATION" tab. These videos are intended to help personnel who attended IMS trainer sessions in the spring refresh what they learned in order to prepare to deliver end user training to educators in their districts. End users may also find the videos helpful as a reference after they have been trained.
- If your district intends to deploy some or all of the functions of the Rhode Island IMS during the fall of the 2012-2013 school year, there are some critical action items that must be completed prior to deployment. Each district must:
 - complete the IMS Deployment Guide. The guide can be found at: http://www.ride.ri.gov/Division- EEIE/DOCS/IMS/IMS Deployment Guide.pdf.
 - have a plan for training all end users.
 - communicate its deployment plan, including training plans, to all end users prior to deployment.
 - be providing RIDE with accurate teacher/course/student (TCS) information at the time of deployment in order for the IMS to function properly.
 - have a plan in place to support end users, including support for use of the system after deployment. The district is responsible for providing the first level of support for end users before escalating questions to the state. The help/support flow is outlined in the IMS help/support document contained on the IMS website at: http://www.ride.ri.gov/Division-EEIE/IMS.aspx.
 - o <u>not</u> deploy the system for more users than it can train and support with existing district IMS personnel. Training for district trainers was provided by RIDE in the spring of 2012 so that each district that chose to deploy the IMS in the fall of 2012 would have a minimum number of trainers who could train endusers. RIDE can provide additional training for district trainers

during the initial deployment phase of the IMS, but this capacity is limited.

The state has employed a helpdesk service that will be in place prior to the statewide launch of the IMS. The process for escalating help requests must go through the helpdesk. End users must not contact RIDE directly.

RIDE is committed to supporting districts to the full extent of its capacity during deployment. Districts can request specific support from RIDE (i.e., having RIDE personnel present when training end users, working with district administrative staff to assist in decision making, providing demonstrations of the system, etc.) by contacting Bob Measel (robert.measel@ride.ri.gov, 222-8480) or Heather Heineke (heather.heineke@ride.ri.gov, 222-8493).

13. RIDE provides update on course coding

Please see this notice from our Office of Data, Analysis and Research:

Beginning Wednesday, September 12th, the RIDE will begin the process for coding elementary school courses. The purposes of this project include: employing the same course codes throughout Rhode Island, enabling mobile students to transfer from one school to another, and assisting stakeholders in determining the course content achieved by learners.

Mary Neuman and Jason Cotoia will be contacting schools in the coming weeks. Each principal and/or district appointed designee will receive a Microsoft Excel checklist (from our course coders, Mary Neuman and Jason Cotoia) with all of the possible SCED courses listed and necessary information. The school will be asked to complete the checklist by matching their course offerings with the appropriate SCED code, reviewing course levels and grade spans, and returning the data sheet electronically to RIDE. The checklist is pre-filled with information each district has already sent to RIDE through the teacher-roster verification process.

14. Early Learning team developing, seeking input on new early learning standards

Please see this message from our Early Learning Challenge team:

As part of our Race to the Top - Early Learning Challenge grant, we are developing birth-to-age-five early learning and development standards. These standards will replace the current early learning standards and are scheduled for completion by the end of the year. The new standards will represent the expectations for what children should know and be able to do at different ages of early childhood and are intended to guide early care and education practices, to inform parents of key milestones in early childhood development and learning, and to serve as the foundation for the Rhode Island system of early learning and development. We are working with national experts to ensure that the new early learning standards meet or exceed nationally recognized criteria for high-quality standards.

Most importantly, we are seeking input from the Rhode Island early childhood community to make certain that the standards meet the needs of, and are consistent with the expectations of, the broad range of early childhood stakeholders in the state. This input is vital for the successful completion and implementation of the early learning standards. Early childhood stakeholders are critical partners in the development of the standards and have a number of opportunities to review documents and make recommendations during the development process. Please see the following invitation for information on the upcoming opportunities to review the standards and provide feedback:

http://www.earlylearningri.org/sites/default/files/images/RIELS%20Public%20Feedback%20Invitation%20-%20Round%20II.PDF

15. Post Secondary Education Summit for Youth in Foster Care

Please see this notice from our Office of Student, Community & Academic Supports and the R.I. Department of Children, Youth and Families:

Please see the attached invitation for the Post Secondary Education Summit for Youth in Foster Care to be held Friday September 14, 2012. We are encouraging secondary education leaders, administrators, guidance professionals, and others who assist students in the transition to post secondary education to participate in this important summit. Students in foster care face unique challenges in the transition to post secondary education. This summit with raise the awareness of

important supports for students in foster care and identify the important policy challenges for this population. Please review the <u>attached invitation</u> and plan to participate.

For more information or to RSVP for the summit, please contact Victoria Ferrara at <u>victoria.ferrara@rifpa.org</u> or 438-3900 x105 or Princess Sirleaf Bomba at <u>princess.bomba@dcyf.ri.gov</u> or 528-3815.

Other:

16. Coalition of education organizations launches "I Pledge" campaign

Please see this announcement regarding "I Pledge":

Rhode Island has made great progress in education as a result of not only our two historic federal Race to the Top grants totaling \$125 million, but also the opportunities for enhanced collaboration that these grants have made possible. Today, diverse groups with an unwavering commitment to educators and students are finding more and more common ground. Teachers cannot do it alone. Principals and other administrators cannot do it alone. Parents and students cannot do it alone. School committees and other elected officials cannot do it alone. Together, all of these groups form a strong coalition with the power to make Rhode Island the home of the best public schools in the country. "I Pledge" is a campaign designed to recognize educators and engage all stakeholders to commit to education in Rhode Island, acknowledging that we are all in this together.

Why a campaign?

With the high level of activity fostered by the implementation of the Race to the Top grants and the Rhode Island strategic plan, now is the time to communicate to the public about the *progress Rhode Island has made in so many areas of education*. It is also the time to generate a rallying cry around education, to help Rhode Islanders understand that we are **all** responsible for education and we all benefit from a great education system.

Objective

To generate understanding, support and momentum for Rhode Island's efforts around education, with a focus on collaboration, transparency, and

accountability. To build excitement around what's happening in education statewide.

Key campaign messages

- Working together, we can ensure Rhode Island has the best education in the nation.
- In order for the state's education system to achieve great results, we need great educators, great leaders, great administrators, great school committees, and great parents and great students.
- Educators need everyone's support we are all in this together.

Tactics

"I Pledge" television commercials, bus sides, and print advertising featuring teachers, principals, superintendents, labor leaders, RIDE leadership, students, parents, and elected officials, will encourage people to visit www.educationpledgeri.org and make their own pledges.

It is very easy to pledge. There are drop down menus of pledges tailored for each category: students; teachers; principals; other educators/administrators; parents/guardians/families; elected officials; interested citizens.

The website, available both in English and in Spanish, features a map of pledges by city and town as well as a tally of pledges by category – students, teachers, parents, et al. We hope to foster friendly competition among schools, cities and towns so the site is populated with thousands of pledges.

Timing

The campaign will publicly launch and will be announced to the press next week (September 10). The website, however, is already "live." That is where you come in!

What can you do?

Get the word out! Tell your friends and family. Encourage people you know to go on the website and pledge.

Thank you!

Participants in the campaign include the Office of the Governor, the Rhode Island Association of School Committees, the Rhode Island Association of School Superintendents, the Rhode Island Association of School Principals, the National Education Association Rhode Island, the Rhode Island Federation of Teachers and Health Professionals, the Rhode Island Foundation, representatives of charter public schools, and RIDE. The campaign is funded by The Rhode Island Foundation and The Nellie Mae Education Foundation.

You can access the "I Pledge" website by going to either:

http://www.educationpledgeri.org or http://www.educationpledgeri.com/.

Please feel free to share this information with your school community.

17. NBC News invites educators to join the Education Nation Teacher Town Hall

Please see this invitation from NBC News, and feel free to share this invitation with all educators in your community:

Please click here (www.educationnation.com/teachertownhall) for a special message from NBC News regarding the Third Annual NBC News Education Nation Teacher Town Hall with Brian Williams, which NBC News will broadcast live on Sunday, September 23, from noon to 2 p.m., on msnbc.

All educators are invited to join the conversation now. Visit (Facebook link: www.facebook.com/educationnation) to answer questions, share ideas, and tell us what you want to discuss.

RIDE will post this field memo on Tuesday, at:

http://www.ride.ri.gov/Commissioner/fieldmemos/default.aspx